

Annointed Christian Childcare & Academy Newsletter

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360 Uvalde Rd. (Hours 5:30am - 7:00pm)
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2014 Childcare Holidays

- ◆ April 18
Good Friday
- ◆ May 26
Memorial Day
- ◆ July 4
Independence day
- ◆ September 1
Labor day
- ◆ November 27 & 28
Thanksgiving
- ◆ December 25 & 26
Christmas Break

New Enrollment

New Enrollment

It is normal for a child to have some fears and misgivings about starting a new childcare center. Children need a minimum of two weeks to adjust to the new environment. I advise parents for the first few days, take your child to his/her awaiting staff, give the staff appropriate instructions, if needed, and assure your child that you will be coming back for them later. Be sure you give them a kiss and/or warm hug and leave promptly. You may view him/her on office cameras where you can't be seen. It will be easier for the child to separate from you each day. It makes it extremely hard when the separation process takes too long of time. Although it's hard, try your best NOT to linger and make sure you do your best to leave your child in a positive manner.

Sign In/Out Log

Sign In/Out Log

It is important to sign your child in/out every day. This is state mandated in which we must be in compliance with. If the center has an emergency and has to evacuate the facility this is how we determine if any child is left behind (inside). At the time of drop off, we need parents to take the child(ren) to their assigned area FIRST, then sign the children in. At pick up sign the child(ren) out FIRST then pick up the children from their class. This avoids confusion and clutter at the entrance of the building. Any questions/concerns that you may need to discuss with office staff be sure to communicate before removing the children from class, as well.

Tuition/Payments

Tuition /Transportation Payments

Tuition is Due on **MONDAYS** unless otherwise approved by the Director. Any tuition that is not paid timely will be charged an additional \$5 per child, per day, for late fees until tuition is current. If your child attends 2 days or LESS only ½ of their regular weekly tuition is due. If the child attends 3 or more days the FULL week of tuition is due. Each family will be allowed one vacation/sick week per family where NO Payment will be required, but Director must be advised in advance. This is very important due to this is how the facility operates financially and our staff is compensated! We accept payments in the form of Cash, Debit/Credit, Money Order, Checks. Debit/Credit transactions have a convenience fee of \$1.00 per transaction. Payment envelopes are placed at the entrance of the center; place your child's name on envelope before dropping it into tuition box. Staff will assist with any credit/debit payments.

Uniform Dress Code

Uniform Dress Code

Bottoms-Khaki, Navy or Black
Tops- Any Color (Polo Style)
Uniform Polo Tops with school logo \$ 12
School T-shirts for Fridays/ Fieldtrips \$10

Nap Time

Nap Time

Children are NOT to be dropped off between the hours of 10am-2pm. This is Nap Time. Each child needs a SMALL nap blanket and a mat (Labeled with their name). It is the parents' responsibility to wash their blankets weekly.



*"Our fingerprints don't
fade from the lives we
touch."*

Transportation

Transportation

All students that need AM drop off to public school needs to be at the center by 6:40am for transportation. We need courtesy calls/text when your child will NOT need transportation for the day. This becomes a problem when the driver is at a school looking for a student that is NOT there, or expecting your child for morning drop offs. No call, No show 3 times will result in your children's transportation being suspended. We provide transportation for the following schools: *Green Valley, Havard, Williamson, North Shore, Tice, Cobb Middle, Channelview, Normandy Crossing, Sam Houston, and Cobb-6th Grade Campus.*

Medication/Illness

Medication/Illness

ONLY medications that have been prescribed by a physician (NO OVER the COUNTER) with your child's name on it will be given at the center. The medication must not be expired and must have the correct dosage printed on the label. Parents will also need to complete a medication authorization form allowing us to administer the medication to your child. Any students that have fever over 103 and/or diarrhea twice, in less than an hour, must be picked up immediately. Therefore, make sure the office has accurate contact phone numbers.

Lost & Found

Lost & Found

ACA is NOT responsible for any items. Please make sure your child comes home with their items DAILY. In the event any clothing/back packs are left at the center, it will be in the hallway area or lost/found bucket. If something is lost, I will send a text to all parents in case a child may have taken something by mistake. Any electronics, games, cell phones, iPods, etc. will NOT be the responsibility of any ACA staff. Please use your better judgment before allowing your child to bring valuables to the center. In the event they are found it will be placed in office.

Monthly Snack Contribution

Monthly Snack Contributions

To avoid an increase in tuition, we have to all worked together by donating 3 packages of the same kind of snacks per family. These snacks are due the first week of each month. This will assist in allowing our children to have extra snacks in the morning, mid-day & evenings. Always turn snacks in to a kitchen/office personnel in which they will check in your child's snacks for the month. The center provides breakfast, lunch and an early pm snack.

Meal Times

Breakfast 6:30am

Lunch 10:45am

Snacks 9am. 3:30pm. 6:30pm

After-School Homework Time

After-School Homework Time

All after school students are given 30 minutes for Homework Time. This HW time is assisted by their aftercare teacher. I advise all Parents to communicate with your child the importance of being honest when he/she has homework from school. It's impossible to go through every individual child's back pack and search, argue and/or debate about homework assignments. Our staff will ONLY assist with HW time for 30 minutes, therefor any additional work that your child needs to complete will be sent home to complete with his/her parents.



*"Changing
the
community,
one child at a
time."*

Preschool News (Ages 3yrs-5yrs)

Preschool Program (Ages 3yrs-5yrs)

We offer an Outstanding Educational Private Preschool Program at this center. All students are required to be in uniform and participate in weekly homework activities. Preschool students are in a structured classroom setting from 7:30am to 11:30am each day, nap time, and then proceed to aftercare for the remainder of the day. It is important that ALL preschoolers have a full Size backpack daily. This is how their teacher communicates with the parent. We ask that students have a full change of clothes inside their backpack in the event of an accident. We will send home newsletters, parent information, conduct and/or homework (Mon-Thurs). We need each parent to check their students backpack daily to help our children meet their weekly goals. The preschool program operates August -May along with the surrounding school districts.

Toddler News

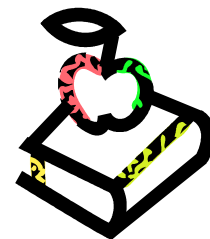
Toddler Telegram

It is very important that you check your child's classroom cubby daily to make sure he/she has the supplies needed every day: **Pampers, wipes, full change of clothes, etc.** You will also receive a generated text when your child is low on supplies. All toddlers need wipes due to staff keeps their little noses are cleaned throughout the entire day. We have 4 to 5 diaper changes per day, and will change diapers as needed. It is best to bring a full package of diapers/pull-ups & wipes on Mondays. If I have to supply a child with diapers/pull-ups, it will be replaced when his/her parent brings their inventory the following day. Also, I have witnessed parents bring their child in with soiled & pooped diapers, unclean faces, etc. Please make sure you use the children's restroom, if needed, to change your child before leaving him/her for the day. The facility staff in return, will make sure they are ready for pick up in the same manner. Parents, as your child's teacher, we do our very best to supervise each child during the day but we need your understanding in knowing that as a toddler, they will have accidents. We ask that you be patient in knowing they are little busy bodies and they are learning how to socialize and perform with others. I thank each parent in advance for helping us do what's needed to provide the best care for your little ones.

Parent/Teacher Communication

Parent/ Teacher Communication

In the event a parent has any questions/concerns that needs to be addressed, please inform the person in charge or Mrs. Kelly Simon, Director. At NO time is a parent to interrupt a classroom setting. That will distract the staff from supervising the other students. Brief questions are fine. Anointed Christian Staff will, at ALL times, be respectful to incoming parents/visitors so in return the same respect is demanded. I will NOT tolerate profanity, loud & harsh talking or negative gestures to any ACA staff member. We work very hard to have a pleasant environment. At No time is a parent to spank a child inside the facility. Other parents are not always aware if you are a staff or parent. Please try to keep staff communications to a minimum, it is extremely hard on staff to hold conversations and observe the students at the same time. Keep all contact information updated in your child(ren)s files with accurate cell & work numbers. We also communicate through text on a daily basis. We want to make sure you are advised of all needs concerning your child and center reminders. We appreciate your business and will continue to do our very best on having a positive relationship with each family.



*"You are braver
than you
believe,
stronger than
you seem, and
smarter than
you think"*

Bad Weather Days

Bad Weather Days

Parents will always be contacted via text if weather will permit the centers from opening. Please use your better judgment before dropping your child in unsafe weather conditions. You may also contact the center Director at any time 713-927-0071 with any questions/concerns.

"As always, we thank you in advance, for trusting ACA to be your childcare provider."